

SIGN REGULATIONS

Chapter 5 Sign Regulations

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16-05-010 Purpose

It is the purpose of this section to regulate signs and to authorize the use of signs that are compatible with their surroundings, are legible under the circumstances in which they are seen, are effective in indexing the environment, and are conducive to promoting traffic safety and the convenience and enjoyment of public travel by preventing visual distraction; protecting pedestrians; attracting tourists to the Town; preserving and enhancing property values; establishing first-class business and commercial districts; and eliminating fire hazards.

It is also the intention and purpose of this chapter to promote short and long term civic beauty and order by establishing standards and regulation for sign design, location, size, type, compatibility, and aesthetics. By doing so it is hoped this section will help to create streetscapes that are functional and attractive to both residents of Morgan County as well as visitors.

16-05-020 Scope

The intent is to regulate the design and placement of commercial and governmental identification/communication devices and structures that are built specifically to identify, inform, and direct patrons to a particular merchant, store, establishment, or service. It is not the intent of this ordinance to regulate the content of public speech.

The regulations of this chapter are intended to apply to on premise signs, but do not apply to hand-held placards and other similar devices traditionally used for public protest and the exercise of free speech. Any non-commercial message may be substituted for any commercial message permitted under this ordinance.

16-05-030 Interpretation

In interpreting and applying the provisions of this section, the sign regulations contained herein are declared to be the maximum allowable for the purposes set forth. If the Community Development Staff determines that an application needs further interpretation, he or she may request Planning Commission review of the proposal.

If the applicant wishes to propose or retain a sign that exceeds ordinance standards, he may apply to the Board of Appeals for a variance of the Code.

16-05-040 **Enforcement**

Any sign not expressly allowed by this ordinance is prohibited. The Community Development Department or authorized representatives shall be vested with the duty of enforcing this section and in performance of such duty, shall be empowered and directed to:

(a) **Issue Permits.** To issue permits to construct, alter, or repair signs which conform to the provision of this Code. The expiration date for such permits shall be 180 days in conjunction with building permits.

(b) **Determine Conformance.** To ascertain that all signs, construction, and all reconstructions or modification of existing signs are built or constructed in conformance with the Code by conducting:

(1) Initial Inspection After Construction. The Building Inspector, under the direction of the Community Development Director, may make an initial inspection upon the completion of construction, erection, re-erection, or remodeling of any sign for which a permit has been issued and an inspection request is made. This shall also include the inspection of temporary electrical signs.

(2) (If necessary) Re-Inspection. The Community Development Director or authorized representative may make a re-inspection of any sign for which a permit was issued but which upon primary inspection was not built in complete compliance with the regulations of this section.

(c) **Legal Action.** The Community Development Director shall be empowered to institute any appropriate action or proceeding in any case where any sign is illegally erected, constructed, reconstructed, altered, repaired, converted, or maintained, or in any case where any sign is used in violation of any County Ordinance.

(d) **Right to Appeal.** Any person who has been ordered to alter or remove any sign, or any person whose application for a sign permit has been denied because of conflict with regulations stated herein, may appeal to the Board of Appeals by serving a written notice to the Community Development Department within 30 days of the order or denial. An applicant may also appeal to the Board of Appeals an alleged error by the Community Development Department.

16-05-050 **Prohibited Sign Devices**

The following devices used to attract pedestrian or vehicular attention are prohibited in any zone. Any sign not specially allowed here is also prohibited.

(1) Hot or cold air balloons , or inflatables, except as specifically allowed by this ordinance for temporary signs or as part of a grand opening period or special promotion.

(2) Any sign which flashes, blinks, uses chaser lights, etc., or moves in any way, animate or inanimate. Subtle lighting changes of low intensity are allowed.

(3) Statuary bearing the likeness or suggestion of any product or logo.

(4) Projecting sign.

(5) Roof sign.

(6) Wind sign.

(7) Temporary sign.

(8) Graffiti.

(9) Spotlights directed into the night sky except as part of an approved promotional period for temporary sign.

(10) Off-Premise signs, except as specifically allowed herein.

(11) Billboards

16-05-060 Signs Allowed Without A Permit

(a) THE FOLLOWING SIGNS ARE ALLOWED IN ANY ZONE (except on public property) DISTRICT WITHOUT THE REQUIREMENT OF A SIGN PERMIT.

(1) Directional or Instructional Signs. Signs which provide direction or instruction and are located entirely on-premise and which do not in any way advertise a business shall not exceed 4 square feet in area or 4 feet in height. These signs may identify rest rooms, public telephones, walkways; or shall provide direction such as parking lot entrance and exit signs and those of a similar nature.

(2) No Trespassing or No Dumping Signs. No trespassing or no dumping signs may not exceed 16 square feet in area for a single sign or are limited to 4 signs at 4 square feet for each lot unless the Director finds more signs are required to prevent violation.

(3) Plaques. Plaques or name plate signs not more than 2 square feet which are fastened directly to the building.

(4) Symbols or Insignia. Religious symbols, commemorative plaques of recognized historical agencies; or identification emblems of religious orders or historical agencies, provided that no such sign shall exceed 8 square feet in area; and provided further that all such signs be placed flat against the building.

(5) Neighborhood Identification Signs. In any zone district, a sign, masonry wall, landscaping and other similar materials or features may be combined to form a display for neighborhood identification; provided that the legend of such sign or display shall consist of only the neighborhood name and/or address.

(6) Institutional Uses. Churches, public schools, public utility companies, libraries, governmental buildings, parks, public golf courses, etc., are allowed one monument sign of 32 square feet. If the institution has more than one frontage and is located on an arterial street, then an additional sign of the same size is allowed.

(7) Flags. The flags, emblems, or insignia of any nation or political subdivision. Corporation flags may not exceed 12 square feet and may be flown in tandem with the State or National flag. Large flags flown in high wind may cause a noise nuisance and are subject to removal upon investigation.

(8) Public Necessity Signs. Signs installed by a unit of the government for control of traffic and other regulatory purposes; including street signs, hospital signs, directional or warning signs for public service companies, utilities or institution, or signs erected by or on the order of a public officer in the performance of his public duty.

(9) Memorial Signs. Memorial signs or tablets with the names of buildings and date of erection cut into any masonry surface or inlaid so as to be part of the building.

(10) Notice Bulletin Boards. Notice bulletin boards not over 32 square feet in area for medical, public, charitable or religious institution; where the same are located on the premises of such institution and are oriented solely to the interior of the property and are not used to direct exterior vehicular attention to any product or service of the institution.

(11) Holiday Decorations. Non-commercial signs of a primary decorative nature, clearly incidental and customary and commonly associated with any nation, local, or religious holiday. Such signs may be of any type, number, area, and shall be contained entirely within the boundaries of the lot or premise on which they are erected and should be placed so as to avoid confusion with authorized traffic lights and signals and shall conform to traffic safety standards. They shall be removed within a reasonable period after the holiday is over.

(12) Changing Copy. The changing of the message on a permitted sign that has an approved marquee, reader board, electronic message center, or other replaceable copy area.

(13) Political or Campaign Signs. In addition to signage otherwise authorized by this chapter, political or campaign signs on behalf of candidates for public office or measures on election ballots are allowed as follows:

A. Said signs for all candidates, regardless of participation in a primary election, may not be erected earlier than 30 days prior to a primary election and shall be removed by the Monday following a general election. Candidates who lose a primary election shall remove signs by the Monday following the primary election. Signs relating to elections on special issues may be installed and must be removed on the same basis.

B. Any one sign shall not exceed 64 square feet in aggregate area and, if freestanding, shall not exceed 8 feet in height. Such sign shall not be erected in a manner as to constitute a roof sign. Signs may not be placed on public property, in a public right-of-way or in any place which would impede traffic visibility or safety. Signs along unimproved roadways may not be placed closer than 10 feet to the edge of the paved surface.

C. Campaign signs may not be placed closer than 150 feet to buildings where any official voting station is located.

(14) Agricultural/Ranch Identifications Signs. Signs naming or identifying an individual farming or ranching property shall be permitted at the entrance to said property without limitation to size or location.

(15) Community Signs. Community signs require review by the Community Development Department including recommendation of the County Engineer and/or other pertinent County department, for compliance with the following criteria:

A. No sign(s) shall be permitted which is unsafe for vehicular or pedestrian traffic, is inappropriate with respect to location, size, time or duration of display, or is maintained in a deteriorated condition.

Such sign(s):

1. Must be made of durable, weather resistant material;

2. Must use logos or symbols instead of copy where possible, where copy would cause a distraction to vehicular traffic; and

3. May be located at various gateway areas to the County, along major streets and important intersections adjacent to non-residential properties as approved by the Community Development Department.

B. Such signs shall be uniform in size for each individual display and shall be no larger than 4 feet wide and 10 feet tall for signs attached to light or utility poles. Signs attached to a building may be larger but must be appropriate in scale and location as approved by the Community Development Department.

C. Freestanding community signs shall be allowed on parcels with the permission of the owner and approval of the County Planner. The size of the sign depends on the number of acres involved on the property according to the following size and height standard:

less than 5 acres	32 sq. ft.
5 to 10 acres	64 sq. ft.
10 to 20 acres	96 sq. ft.
20 or more acres	128 sq. ft.
maximum height	15 feet

D. Such signs may not be attached to another temporary sign or a permanent traffic or business sign.

E. Such signs may be part of a “rotating permanent feature” of the County or community for such events as:

1. Fair Days
2. Holidays
3. Cultural and/or Arts events
4. Changes in seasons
5. General community promotion; i.e., business, with the prohibition of commercial endorsement or name on any such sign.

F. Such signs for any single purpose or event may not be displayed for more than 30 days. However, the Community Development Department may approve community purpose signs for long-term purposes subject to review on a 90-day basis.

(b) RESIDENTIAL ZONES. It is recognized that signs announcing the location, availability, or development of property are necessary. Restraint is advised. The following shall apply:

(1) On-Premise Development Identification Signs.

A. **Individual Lots.** One sign announcing the name of the construction/development company is allowed. Area of the sign may not exceed 16 square feet nor 6 feet in height. The sign may not be erected more than 5 days prior to the beginning of construction for which a valid building permit has been issued. It must be removed before final occupancy.

B. Subdivisions. One development promotional sign may be placed on the premises of each development having 5 or more lots or approved unit sites in any residential zone. The size allowed for the sign depends on the number of lots to be developed.

5-24 units (lots)	64 sq. ft.
25-49 units	96 sq. ft.
50 or more units	128 sq. ft.
Maximum height	12 feet

Such signs shall be removed within 5 years of the issuance of the first building permit in the project or if the lots are sold out before 5 years immediately upon sale of the last lot.

(2) On-Premise Real Estate Signs.

A. Signs advertising the sale, rent, or lease of property shall be limited to one real estate sign on each lot. Each such sign shall not exceed 6 square feet in size and 6 feet in height.

B. One real estate sign per street frontage is allowed for any multi-use residential or professional office building or lot intended for such and may not exceed 32 square feet in area or 8 feet in height. If the parcel is over 2 acres in size, the sign may not exceed 64 square feet.

C. Model home signs shall not exceed 16 square feet in area nor exceed 6 feet in height and shall be placed entirely upon the premises of the model.

(3) Temporary/Open House Real Estate Signs.

Open house signs shall not to exceed 6 square feet in area and 4 feet in height, advertising real estate open for inspection may be placed on private property in the vicinity of the property open for inspection. They shall not be placed in the parkstrip. They shall not be attached to trees, poles or street signs, etc. Open house signs shall be displayed only during those hours/day(s) which the house is open for actual inspection.

(4) On-Premise Signs for Home Occupations & Home Based Business Occupations in Residential Zones.

A. Home Occupations may need some form of identification. Because of their nature and restrictions on the intensity of use, they are not required to obtain a permit. Signs shall be limited to one (1) non-flashing sign not larger in area than six (6) square feet. If lighted the sign shall be diffused or shielded.

(c) COMMERCIAL AND INDUSTRIAL ZONES. It is recognized that signs announcing the location, availability, or development of property are necessary. Because these are allowed with a permit, restraint is advised.

(1) On Premise Development Identification Signs.

Signs announcing or identifying the future development of commercial or industrial property are allowed 1 per public or private street frontage. The sign(s) may not be erected before the proposed development has been submitted for site plan review. They must be removed before final inspection or before permanent signs are installed. The size of the sign depends on the number of acres involved in the project.

less than 2 acres	32 sq. ft.
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2 to 5 acres	48 sq. ft.
5 to 10 acres	64 sq. ft.
10 to 20 acres	96 sq. ft.
more than 20 acres	128 sq. ft.
maximum height 15 feet	

(2) On-Premise Real Estate Signs.

A. One on-premise real estate sign advertising the sale of property per street frontage is allowed for any commercial or industrial planned center, building or lot intended for such and may not exceed 32 square feet in area or 8 feet in height. If the parcel is over 2 acres in size the sign may not exceed 64 square feet. Individual pads or parcels within centers are allowed their own sign, but it may not exceed 16 square feet or 6 feet in height.

B. One on-premise sign advertising the availability of commercial or industrial space, for lease or sale, for space within a multi-tenant building or for a pad within the same center is allowed. The sign must be securely attached to the vacancy in question. It may not exceed 24 square feet in area.

(3) Other Allowed Signs.

A. **Menu Boards.** Menu boards for drive-in restaurants are to be reviewed and approved by the Community Development Department at site plan review. The following shall apply although the Planning Commission may approve them at different location depending upon circumstances:

1. Only 2 menu boards are allowed per site and must be located behind the front landscaped setback area.
2. Maximum areas shall not exceed 35 square feet per sign and 6 feet in height.

B. **Gasoline Price Signs.** One double faced sign per station. The area of said sign may not exceed 16 square feet.

16-05-070 Signs That Require a Permit

(a) **PURPOSE-STREETSCAPE.** The streetscape is the combination of vehicles, buildings, signs, landscaping, roads, utility poles, etc., that dominate the view of the driver or pedestrian. The streetscape tells residents and visitors how the County as a whole feels about the environment, safety, aesthetics, and its sense of order, among other things. A useful, attractive, and safe streetscape is one that necessarily regulates the size, location, and design of business signs. Because a proliferation of poorly designed, oversized, and inappropriately located signs in commercial and industrial areas can be detrimental to the achievement of effective, safe and attractive streetscapes, it is important that the permanent signs in these areas receive approval (permits) from the County.

Commercial and industrial uses are generally more intensive than those found in residential zones. Since these uses are designed by size, location, and style to attract attention and provide services to the public, they generally need signage to achieve that end. Business signs of any kind in residential neighborhoods can diminish the quality of life for which those zones were specifically created. However, there may be some residential uses which merit a sign, though much smaller and subdued than in commercial or industrial zones.

Therefore, it is the intent and purpose of this section to outline regulations and design standards for signs in both commercial/industrial and residential areas that will allow the business to identify itself while

allowing Morgan County to create and maintain safe and aesthetically pleasing streetscapes regardless of zone.

(b) **SIGN THEME REQUIRED.** All multi-tenant centers/buildings must submit a proposal for all on-premise signs to the Planning Commission for design and placement approval. In cases for parcels of land of 7 acres or larger, and with frontage of 300 feet or more, a proposal for the overall design and placement of all on-premise signs may be submitted. Such signs may vary from the regulation set forth herein and shall be considered as a conditional use; providing there is a determination that the proposed sign exceptions are not in conflict with the purpose and intent of this Chapter and are in architectural harmony with uses adjacent to the development and with the understanding existing signage may be required to be altered or removed.

(c) **ON-PREMISE FREESTANDING SIGNS.** The size and height of freestanding signs are allowed as follows:

(1) Planned centers or parcels less than 1 acres. No freestanding signs allowed. Only monument signs are allowed unless a conditional use permit is issued by the Planning Commission.

(2) One acre or more. The Community Development Department may approve one freestanding sign per street frontage. No freestanding sign shall be allowed for any planned center or parcel that has less than 100 feet of street frontage. Sign height may not exceed 25 feet. Signs must be at least 25 feet from the corner. Sign area may not exceed 50 square feet.

(3) Reader boards, changeable copy areas and electronic message centers are allowed but are discouraged. No such device shall exceed 50% of the total sign copy area of the sign.

(d) **MONUMENT SIGNS.** The following standards shall apply:

(1) Monument signs are allowed for any size parcel provided that the parcel has 30 feet of street frontage. The sign area allowed is 32 sq. ft. Parcels with two street frontages are allowed a sign on each street. However, the signs must be separated by at least 100 feet as measured diagonally across the property from center to center of both signs or only one (1) sign will be allowed. Signs within the clear view area of the corner are prohibited.

(2) Reader boards (changeable copy areas) and electronic message centers may be allowed, however, such devices shall not exceed 50% of the total sign area.

(e) **WALL SIGNS.** Wall signs should be the primary form of identification for business uses in the County. Each business is entitled to one wall sign if the following criteria are met:

(1) The sign may not occupy more than 15% of the flat wall area.

(2) Painted signs applied directly to the building face, must have specific approval of the Community Development Department.

(3) Wall signs with changeable copy, reader board, or electronic message capability are not allowed.

(4) Buildings or businesses with exposure on the side(s) and front may choose which wall to mount their sign upon. Signs are allowed on the rear of the building with Planning Commission approval.

(5) A sign on a third and fourth wall must be approved by the Planning Commission.

(6) Owners of buildings that have small offices inside, accessory and/or secondary to the main use are required to create a building identification sign instead of trying to obtain signage of every tenant. This is especially true for buildings with two or more levels.

(7) Wall signs on sloping roofs shall be erected so as to appear as a sign applied to similarly vertical wall surface and finished in such a manner that the visual appearances from all sides is such that they appear to be part of the building itself. All such signs shall be installed or erected in such a manner that there is no visual support structure such as guy wires or braces.

(8) No part of any wall sign or of the sign structure shall project above or below the highest or lowest part of the wall upon which the sign is mounted or painted.

(9) No wall sign including any light box or structural part, shall project more than 18 inches from the face of the building to which it is attached.

(f) **SUSPENDED SIGNS.** Suspended signs used in place of wall signs are allowed if the architecture of the building or planned center lends itself to that design and a sign theme is submitted and approved. The following shall apply:

(1) The Community Development Department must review any proposal for a suspended sign for compatibility with the building.

(2) Any sign may not exceed 15% of the flat wall of the tenant space.

(3) No sign may project beyond the outside limit of the arcade, marquee, or canopy or facade to which they are attached.

(4) Any sign must have at least an 8 foot clearance above the sidewalk or 7 feet above any landscaped area.

(5) There must be a minimum horizontal distance of 5 feet on both sides between suspended signs.

(g) **AWNING SIGNS.** Awning signs are allowed only under the following circumstances:

(1) The Community Development Department may approve any applicant for an awning sign which fully complies with sign standards.

(2) Awning signs in planned centers must be designed to conform to an approved sign theme.

(3) No awning signs will be allowed on multi-tenant buildings or in planned centers unless the building or center has consistent treatment.

(4) Awning signs shall be limited to single story buildings or to the first level only of multi-story buildings.

(5) Awning signs must function as true awnings by being placed over a doorway, window, or walkway to protect such from the elements.

(6) Awning signs are not allowed on or above sloping or mansard roof.

(7) The area of awning signs shall be a maximum of 15% of the primary wall upon which the sign is mounted. Awning signs for secondary walls are limited to 5% of the wall area.

(8) Area of copy/logo on awnings shall be limited to 40% of the awning. Illuminated signs on other sides of the building shall be permitted.

(9) Awning signs shall conform to the Uniform Building Code governing such structures.

(10) Illuminated (backlit), translucent, vinyl awnings are not permitted. Translucent letters or accents sewn into opaque canvas or acrylic awnings are permitted.

(11) Awning signs shall not project out from the wall more than 8 feet, nor less than 2 feet. In the case of entrance canopies the awning may project out from the building over a walkway and must lead to a bona fide business entrance. Such canopies will be permitted if they are compatible with the architecture of the building.

(12) Awning signs shall not project above the roof line, defined as the highest part of the vertical wall.

(13) Awning signs shall maintain a minimum clearance of 7 feet to the bottom of the valance and 8 feet to the frame above the sidewalk and comply with all other clearance requirements.

(14) Awning signs shall be maintained in a clean, safe and attractive condition. Failure to do so will result in revocation of the sign permit.

(h) CANOPIES (GAS STATIONS). Signs for canopies over gas islands are regulated as follows:

(1) Sign copy, corporate logos, etc, may be a maximum of 15% of one face of the canopy.

(2) Up to 3 sides of the canopy may be used for signs.

(3) The height to the top of the canopy may not exceed 20 feet from grade and no canopy fascia may exceed 4 feet in height.

(4) Individual letters, logos, or symbols may not exceed 4 feet in height or project out from the surface of the canopy more than 18 inches or project above or below the canopy face.

(5) Gas price signs are allowed on the monument sign or below the canopy over the pumps. One double faced sign for each type of fuel sold is allowed per gas island with a maximum of 4 sets per station. Area of said sign may not exceed 4 square feet each.

(i) ILLUMINATION.

(1) Sign illumination may be cast directly onto the face of the sign; provided that such illumination does not adversely affect pedestrian and/or vehicular traffic. Whenever a sign face is illuminated by an external source, light shall be concentrated on the sign face. The amount of light cast to the areas other than the sign shall be reduced to the extent possible. All external illumination sources shall be shielded from public view. On all internally illuminated freestanding, wall mounted and projecting signs, light shall be transmitted only through the material that comprise the letters located within the display area. No interior light source shall be visible to the exterior. No sign shall contain copy which consists of illuminated bulbs or individual lights or light sources.

(2) Lighting for all exterior signs, whether lettering is internally back lighted or light is cast onto the face of the sign, shall comply with the lighting standards established herein.

16-05-8 **Temporary Signs.**

(a) **STANDARDS FOR TEMPORARY SIGNS.** Temporary signs shall not be placed in or over a public right-of-way, may not flash, blink, spin, rotate, block traffic visibility, constitute a vehicular or pedestrian traffic hazard, or cause a public nuisance of any kind. They shall not be attached to telephone poles, fences, or trees. They must be firmly secured to the building or ground. Temporary signs may be attached to existing permanent signs only for the grand opening period. Temporary signs may cover or obscure an existing permanent sign only if the business has changed hands or changed names. No off-premise temporary signs are allowed except those specifically noted and regulated for real estate purposes or otherwise noted in the ordinance.

(b) **TEMPORARY SIGNS REQUIRING A PERMIT**

(1) Grand Opening Signs. Temporary signs announcing the initial opening of a business, or the relocation, or change of ownership of an existing business may be allowed provided that the event shall not continue for more than 60 days and that the permit is issued within the first year of operation. There shall be no more than 2 signs allowed per business. A combination banner and portable sign is acceptable. The signs must comply with general size and location standards for signage in this Chapter and must be removed at the end of the 60 day period. A temporary sign permit is required.

NOTE: "Now Open", "Grand Opening", "New Location of", "New Ownership," etc. are appropriate type message for such signs.

(2) Special Promotion Periods. A business may apply for three [3] special promotion periods during the calendar year. Each period may not exceed 7 days in length. The periods may be combined to run consecutively. The Planning Commission may issue a conditional use permit to extend this time limit. A temporary sign permit is required. A banner or portable sign is allowed during this period.

NOTE: Special product, price, or service advertising are appropriate during these periods.

(3) Going Out of Business/Bankruptcy Period. A business may apply for a special permit in order to facilitate the liquidation of inventory for a failing business for a period not to exceed 90 calendar days. Such permit will be allowed only once for any business license. A temporary sign permit is required. A banner or portable sign is allowed during this period.

NOTE: Special product, price or service advertising are appropriate during these periods.

(c) **TEMPORARY SIGNS ALLOWED WITHOUT A PERMIT.**

(1) Holiday Periods. A business may advertise a special service, product or sale during the holiday periods without a permit:

NOTE: One banner sign only is allowed during these periods. The sign must be mounted on the building. The sign must be removed by the end of the first working day after the holiday period ends.

(2) Directional Signs for Subdivisions. These signs do not need a permit. However, written permission of the property owner must be obtained and presented to the Community Development Department before they are erected.

A. Three directional signs may be allowed for a developer to guide traffic to the site and should contain only the name, address, and direction of the development. They are limited to 32

square feet in area and 8 feet in height and must be placed entirely upon private property with the permission of the owner. Two additional 16 square foot directional signs may be allowed by the Director if a special need or unusual circumstance can be demonstrated. They may not encroach upon any public right-of-way and may not be located within the 25 foot clear view triangle on corners except where they are not more than 3 feet in height.

B. Such signs shall be removed within 2 years of the issuance of the first building permit in the project or if the lots are sold out before 2 years immediately upon sale of the last lot. An extension may be granted by the Community Development Department if a substantial number of the lots have not been sold at the end of the 2- year period.

16-05-090 Sign Permit Process

(a) SIGN PERMIT REQUIRED. No person shall erect, install, or paint any sign, or change the face of any sign, whether it be temporary or permanent in nature, without obtaining a sign permit from the Community Development Department except as outlined in this ordinance. This includes new signs, signs to be added to existing buildings or uses, and existing signs that are to be enlarged, changed, or modified.

NOTE: New or existing signs installed or maintained without a permit will be required to be removed or will be charged a penalty fee of \$100, or a double sign permit fee, whichever is greater, at the time the owner/operator of the sign makes application for a sign permit with the Community Development Department.

16-05-100 Site Plan Review/Sign Design

(a) SITE PLAN REVIEW. When new buildings or developments are presented for Site Plan Review, signs proposed for the development shall be reviewed concurrently by staff. All planned centers and multi-tenant buildings must submit a sign theme for approval by the Planning Commission. The center must have an approved sign theme before any sign permits will be issued. If a plan for a sign package is not submitted at site plan review, which is encouraged, the developer will be notified of sign ordinance standards and expected to submit plans that will adhere to the code.

(b) SIGN DESIGN. Applicants for sign permits should give serious consideration to the following elements when submitting plans for signs.

- (1) Architectural Compatibility
- (2) Color and Style
- (3) Size, scale, proportion (balance)
- (4) location
- (5) landscaping

NOTE: The Director may refer an application for a sign permit to the Planning Commission for further approval/denial if the Director feels adherence to the above listed criteria is not shown in submitted plans.

16-05-110 Required Permit Information

(a) MONUMENT AND FREESTANDING SIGNS

(1) Plot plan showing relationship of sign to buildings, property lines, setback from public rights-of-way, intersections, easements and driveways.

(2) Two accurately dimensioned, scaled drawings showing height, color, square foot dimensions, landscaping, sign composition, type of illumination, and how the sign will appear from the street.

(3) Details of sign construction including electrical plan, foundation scheme, and value of the sign.

- (4) Number of acres and length of lineal frontage of property.

(b) WALL SIGNS

- (1) Two scaled drawings showing square foot dimensions of both the building and the sign, sign composition, and type of illumination.
- (2) A profile drawing of how the sign will appear from the street/parking area and on the building.
- (3) Details of sign construction and attachment including electrical plan.

(c) TEMPORARY SIGNS

- (1) Plot plan showing relationship of sign(s) to buildings, property lines, setback from public rights-of-way, intersections, easements and driveways.
- (2) Length of period for display, type of request.

(d) ADDITIONAL INFORMATION REQUIRED

- (1) Proof of current Morgan County business license.
- (2) Business address and phone number.
- (3) Address of property owner and phone number.
- (4) General or electrical contractor license, phone and address.
- (5) Value of the sign.